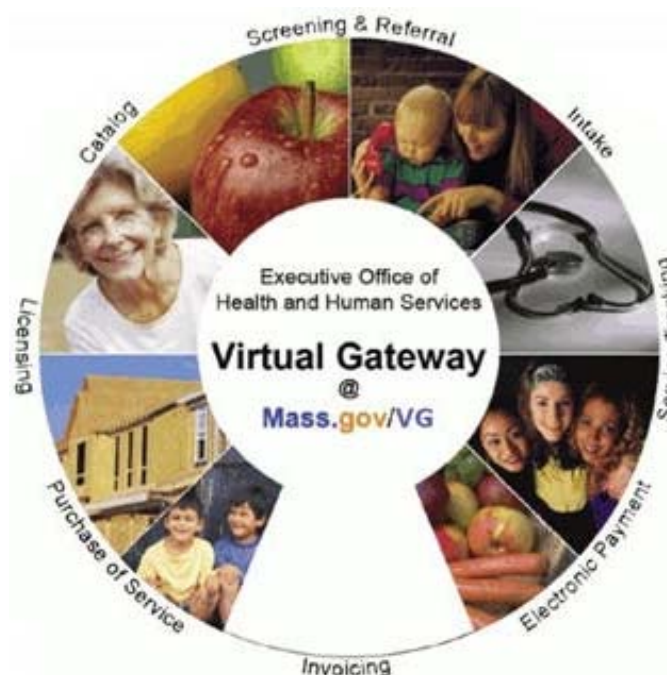# Commonwealth of Massachusetts
Executive Office of Health and Human Services

Virtual Gateway

Salary Reserve FY 2009 Reference Guide
August 21, 2008

Table of Contents

Chapter 1: Accessing Provider Data Management to View Salary Reserve Data

Introduction

This section of the Provider Data Management *(PDM)* Service is for the implementation of a data collection web-based application which will collect payroll data from providers and will facilitate the distribution of approximately $23M to Purchase of Service contractors who provide human and social services to Commonwealth clients.

The Salary Reserve web application provides Purchase of Service (POS) providers and EOHHS agency staff with access to real-time data over the internet. The Salary Reserve web application will be the system of record for all of the Salary Reserve data content. This application will be made available whenever Salary Reserve is part of the Budget.

You can access *PDM* to

- view

- update

- manage

Salary Reserve FY 2009 data.

Accessing PDM through the Virtual Gateway

To access *PDM*:

1. Open a web browser.

2. Type Web address www.mass.gov/vg in browser.

Health and Human Services Virtual Gateway portal page appears.

3. Click the **Logon to the Virtual Gateway** link listed under **ONLINE SERVICES** on the right.

Accessing PDM through the Virtual Gateway *(continued)*

*The **Virtual Gateway Login** page appears.*

 Note: Security requires that each person have a username and password.

For more information on logging into the Virtual Gateway, refer to Virtual Gateway Login Job Aid at www.mass.gov/vg/loginassistance .

4. Enter your **Username** and **Password** in the **Login** box, and then click the **Submit** button.

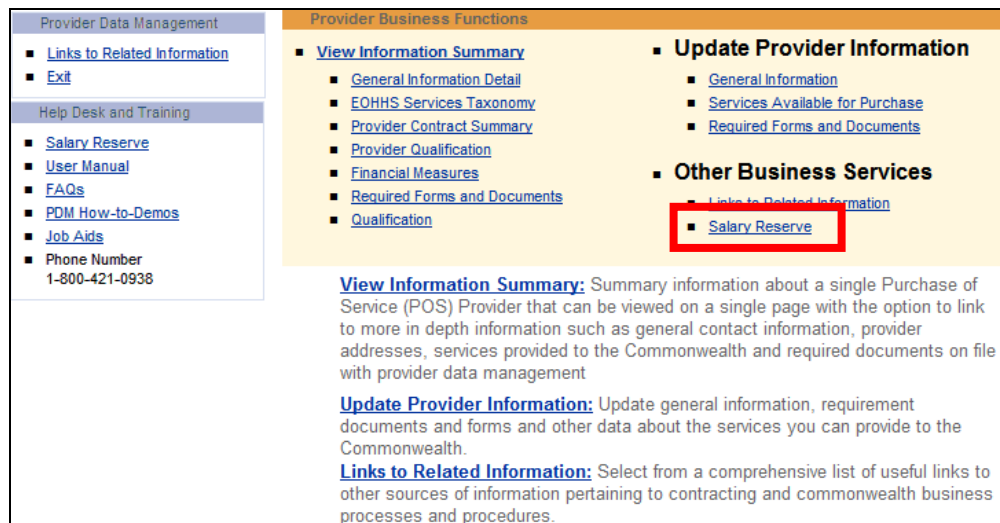*The **Virtual Gateway Business Services** page appears.*

Once logged in, you have access to the Virtual Gateway services. To access *PDM*, click the **View Purchase of Service Provider Data** link.

Viewing the Provider Business Functions Page

Access the **Salary Reserve Data Summary** page by clicking the Salary Reserve link from the **Business Functions** page

The Provider Business Functions page appears.

*The **Salary Reserve Data Summary** page appears.*

Business Functions > Salary Reserve

Test Organization   **Salary Reserve Data Summary**

Provider Data Management
- Links to Related Information
- Exit

Salary Reserve Updates

Salary Reserve Data
- Update Contact
- Manage Wage Data
- Manage Contracts

Help Desk and Training
- Salary Reserve
- User Manual
- FAQs
- PDM How-to-Demos
- Job Aids
- Phone Number
  1-800-421-0938

To enter Salary Reserve Data select the corresponding Update link.

Contact Information   **Update**

123 Common Ave
Boston, MA 12345 USA

TIN / FEIN: 000000000
Vendor Customer Code:
VC123456789

Salary Reserve Contact:
Joseph A Test
Phone: (617) 123-4567
Title:
test@test.com

Salary Reserve Wage Detail   **Update**

UFR Title	No. of FTEs	Total Annual Wages	Average Salary
Program Manager	2.0	$1,234.00	$617.00
Social Worker	2.0	$123.00	$61.50
Teacher	2.0	$125.25	$62.62
Assistant Program Director	2.0	$23,245.00	$11,622.50

Contract Detail   **Update**

ID	Contract No	Dept	Activity Code	FTEs <=$40K	Annual Salaries FTEs <=$40K	% of Program Purchased by Dept.	Adjusted Salaries <=$40K

Accessing the Salary Reserve Data Summary Page

You will only be able to view, manage and update data that pertains to your organization.

The following information is viewable from this page:

- Contact Information
- Salary Reserve Wage Detail
- Contract Detail

Important Note: Deadline for FY2009 SR Data is Friday, October 3, 2008

Notes:

Chapter 2: Managing Salary Reserve Data

Introduction

You can manage or update the following:

- Salary Reserve Contact Information
- Salary Reserve Contract Data
- Wage Data

Accessing the Salary Reserve Contact Page

To access the **Update Salary Reserve Contact** page, click the Update link from the **Salary Reserve Data Summary** page.

Updating Salary Reserve Contact Information

*The **Update Salary Reserve Contact** page appears.*

Tip: If you answer **Yes** to *"Is Salary Reserve Contact the same as PDM contact?"* the required fields below are disabled. Then, click Save.

*You are returned to the **Salary Reserve Contract Data Summary** page with the updated contact information displayed.*

Tip: *Asterisk denotes required fields.*

To update Salary Reserve Contact information:

1. Enter first and last name.

2. Enter title.

3. Enter phone number.

(**Tip**: space for extension up to 5 digits).

4. Enter e-mail address.

5. Click Save.

Updating Salary Reserve Contact Information *(continued)*

*You are returned to the **Salary Reserve Contract Data Summary** page with the newly entered contact information displayed.*

Manage Salary Reserve Wage Data

To access the **Manage Salary Reserve Wage Data** page, click the Update link from the **Salary Reserve Data Summary** page.

The Manage Salary Reserve Wage Data page appears.

Tip: Asterisk denotes required fields.

To enter wage data:

1. Select UFR title from drop down box.

2. Enter number of FTEs.

3. Enter total annual wages.

4. Click **Add & Save**.

The page reappears with the newly entered data displayed.

Tip: To add another wage, click **Add & Save**.

To return to the **Salary Reserve Data Summary** page, click the Back to Salary Reserve Data Summary link.

Updating Salary Wage Data

To update a salary wage data you have previously entered, click the UFR Title link.

UFR Title	Number of FTEs	Total Annual Wages	Average Salary
Program Manager	2.0	$1,234.00	$617.00
Social Worker	2.0	$123.00	$61.50
Teacher	2.0	$125.25	$62.62
Assistant Program Director	2.0	$23,245.00	$11,622.50

*The **Update Wage Data** page appears.*

Business Functions > Salary Reserve > Manage Wage Data > Update

Test Organization   **Update Wage Data**

To update the information, make any necessary changes and click UPDATE.
If you would like to delete this title entirely, click DELETE.

Update Wage Data

UFR Title *	Number of FTEs *	Total Annual Wages *
Program Manager	2.0	1234.0

Delete   Update

Update Wage data, and then click **Update**.

Caution: If you click **Delete** the contract record will be deleted.

*You are returned to the **Update Salary Reserve Wage Data** page with newly entered data displayed.*

Accessing the Salary Reserve Contract Data Page

To access the **Manage FY09 Salary Reserve Contracts** page, click the Update link from the **Salary Reserve Data Summary** page.

Managing FY09 Salary Reserve Contracts

*The **Manage FY09 Salary Reserve Contracts** page appears.*

Business Functions > Salary Reserve > Manage Contract Data

Test Organization   **Manage FY09 Salary Reserve Contracts**

To add eligible contracts for the FY09 Salary Reserve, fill out the form below. Once you have entered a contract, click on ADD & SAVE. If you would like to view or edit any of the contracts already entered, click on the contract link in the Contract Summary box.

New Field: Partial Year. If Contract is for partial year, click on checkbox and enter dates of contract.

Add Contract

Contract Number (20 digits):* [Select One ▼]   Agency:* [Select One ▼]

Or enter Contract Number below

[_____]   Activity Code:* [_____]

Accounting Line: [_____]

Salary Category	Number of FTEs *	Annual Salaries for FTE *	% of Program Purchased by State Agency *
Less than or equal to $40,000	[____]	[_____]	[____]

Check if Partial Year Contract: ☐ Begin: [_____] End: [_____] MM/DD/YYYY

[Add & Save]

Contract Summary

ID	Contract Number	Dept	Activity Code	FTEs <=$40K	Annual Salaries FTEs <=$40K	% of Program Purchased by Dept.

ID with checkmark ✓ indicates Partial Year Contract.

Back to Salary Reserve Data Summary

Tip: Asterisk denotes required fields. Do not use the dollar sign or commas.

To add a contract to manage FY09 Salary Reserve Contract data:

1. Select a contract from the drop down box *or* enter (up to 20 digits) contract number in appropriate field.

2. Enter required field information.

3. Click [Add & Save].

Tips:

To add another contract, enter data and then click **[Add & Save]**.

For Partial Year Contracts, check "Check if Partial Year Contract" box and enter Begin and End dates.

Managing FY09 Salary Reserve Contracts *(continued)*

The page reappears with the newly entered contract displayed.

ID	Contract Number	Dept	Activity Code	FTEs <=$40K	Annual Salaries FTEs <=$40K	% of Program Purchased by Dept.
✓ 148	0156548977	EHS	510	1.0	$20,000.00	50%
✓ 149	02654872456123547521	EHS	511	14.0	$12,445,623.00	80%
✓ 150	23467728994309764274	EHS	510	10.0	$280,400.00	75%

ID with checkmark ✓ indicates Partial Year Contract.

Back to Salary Reserve Data Summary

The unique **ID** number for each line item corresponds to the contract number, appropriation, and activity code.

To return to the **Salary Reserve Data Summary** page, click the Back to Salary Reserve Data Summary link.

Updating Salary Reserve Contract Data

To update contract data:

1. Click the contract number link on the **Manage FY09 Salary Reserve Contracts** page.

*The **Update Salary Reserve Contract** page appears.*

Business Functions > Salary Reserve > Manage Contract Data > Update

Test Organization **Update FY09 Salary Reserve Contract**

To update the information, make any necessary changes and click UPDATE. If you would like to delete this contract entirely, click DELETE.

Update Contract

Contract Number (20 digits):* 12345678901234567890

Agency:* EHS

Activity Code:* 123

Accounting Line: 0

Salary Category	Number of FTEs *	Annual Salaries for FTE *	% of Program Purchased by State Agency *
Less than or equal to $40,000	14.0	1.2445623E7	80

Check if Partial Year Contract: ☐ Begin: [ ] End: [ ] MM/DD/YYYY

Delete Update

2. Enter changes and then click [Update].

Caution: If you click [Delete] the contract record will be deleted.

*You are returned to the **Manage FY09 Salary Reserve Contracts** page with the updated data displayed.*

Notes:

Chapter 3: Confirming FY 2009 Salary Reserve Data

Introduction

After the Salary Reserve data for FY 2009 has been entered for your organization, you will need to complete the submittal and confirmation process.

Submitting Salary Reserve Data

Once all FY 2009 Salary Reserve Data has been entered and reviewed, click **Submit**.

Confirming Salary Reserve Data

The **Final Confirmation** page appears.

Business Functions > Confirm Salary Reserve Data

Test Organization   **Final Confirmation**

Thank you for submitting your data for FY 2009 Salary Reserve.

☐   By clicking the Final Confirmation check box you are confirming the data you entered is complete and accurate. After you click this check box, you will no longer be able to edit and resubmit data.

By clicking CONFIRM, you are certifying under the pains and penalties of perjury that the information reported is accurate and complete to the best of your knowledge. This information will be used to determine the funds that will be allocated to your organization.

Confirm

To confirm *Final Confirmation* click the check box to confirm data entered is complete and accurate and then click   Confirm   .

Once data has been confirmed, an email notification will be sent to the Salary Reserve Administrator.

*The **Salary Reserve Final Confirmation** page appears.*

1. Click 🖨 to print a copy of **the Salary Reserve Final Confirmation** printer friendly version for your records.

*The printer friendly version of the **Salary Reserve Final Confirmation** page appears.*

2.   View printer friendly version.

Viewing Purchase of Service (POS) Salary Reserve Page

Click the Salary Reserve Updates link from the navigation bar, to view the latest information about Salary Reserve.

Provider Data Management
- Links to Related Information
- Exit

Salary Reserve Updates

Salary Reserve Data
- Update Contact
- Manage Wage Data
- Manage Contracts

*The **Purchase of Service (POS) Salary Reserve** page appears.*

Provider Data Management
- Links to Related Information
- Exit

Salary Reserve Updates

Salary Reserve Data
- Update Contact
- Manage Wage Data
- Manage Contracts

Help Desk and Training
- Salary Reserve
- User Manual
- FAQs
- PDM How-to-Demos
- Job Aids
- Phone Number
  1-800-421-0938

Business Functions > Salary Reserve

Test Organization   **Salary Reserve Data Summary**

To enter Salary Reserve Data select the corresponding Update link.

Contact Information   **Update**

123 Common Ave
Boston, MA 12345 USA

TIN / FEIN: 000000000
Vendor Customer Code:
VC123456789

Salary Reserve Contact:
Joseph A Test
Phone: (617) 123-4567
Title:
test@test.com

Salary Reserve Wage Detail   **Update**

UFR Title	No. of FTEs	Total Annual Wages	Average Salary
Program Manager	2.0	$1,234.00	$617.00
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Contract Detail   **Update**

ID	Contract No	Dept	Activity Code	FTEs <=$40K	Annual Salaries FTEs <=$40K	% of Program Purchased by Dept.	Adjusted Salaries <=$40K
148	0156548977	EHS	510	1.0	$20,000.00	50%	$10,000.00
149	02654872456123547521	EHS	511	14.0	$12,445,623.00	80%	$9,956,498.00
150	23467728994309764274	EHS	510	10.0	$280,400.00	75%	$210,300.00

Once all data is entered click submit to confirm. The deadline for submitting your FY2009 Salary Reserve Data is Friday, October 3, 2008 at 5:00 PM.

Submit

Notes:

Chapter 4: Glossary

Introduction

The following table lists the data elements and their definitions for the Salary Reserve Data Collection Application.

Tip: Asterisk denotes required field.

Data Element	Definition
Contractor name	Agency name as used in articles of incorporation or organization.
*Contact person	The name of the person who can answer Salary Reserve questions about the survey, should any arise.
*Telephone	The contractor's telephone number, including area code and extension, if any.
FEIN	9 digit federal employer identification number (FEIN).
*FY 2009 contract number	20 digit MMARS contract identification number.
*Dept.	3 letter identifier of the department with whom contractor has a contract.
*Full-time equivalents earning less than $40,000 in program	The number of eligible employees (full and part time) in terms of full time equivalents (FTEs) earning less than $40,000 that work in the program.
*Annual salaries of employees earning less than $40,000 in program	The annual salaries of eligible employees earning less than $40,000 for the portion of their time attributable to a program.
*Percentage of program purchased by department	This is the percentage of the program that is purchased by the department.
Annual salaries	No entry (see note below).

Data Element	Definition
less than $40,000 attributable to this contract and program	This column is calculated by a built-in formula that multiplies percentage of program purchased by eligible salaries of <$40,000.
*MMARS activity code	Enter the MMARS activity code associated with the listed program.
Accounting Line Number *(optional)*	Enter the accounting line number associated with the listed program.

Notes: